



NUMBER 5305.5
DATE May 23, 1966 #

Department of Defense Instruction ASD(A)

SUBJECT Space Management Procedures, National Capital Region

- Refs. :
- (a) Executive Order 11035, "Management of Federal Office Space," July 9, 1962
 - (b) Federal Property Management Regulations, GSA
 - (c) DOD Instruction 5305.3, "Department of Defense Space Occupancy Guide for the National Capital Region," May 23, 1966
 - (d) DoD Instruction 5305.4, "Administrative Space Report, National Capital Region," May 4, 1966
 - (e) DoD Directive 5305.2, "Decentralization of Department of Defense Activities from the National Capital Region," September 24, 1963
 - (f) DoD Instruction 4165.12, "Prior Approval for Real Property Actions," February 6, 1967
 - (g) DoD Directive 4165.6, "Real Property; Acquisition, Management and Disposal," September 15, 1955
 - (h) DoD 4270 .1-M, DoD Construction Criteria Manual, authorized by DoD Instruction 4270.1, November 17, 1967
 - (i) DoD Directive 7040.2, "Program for Improvement in Financial Management In the Area Or Appropriations for Acquisition and Construction of Military Real Property," January 18, 1961
 - (j) DoD Directive 4270.24, "Operations and Maintenance Facilities Program--Minor Construction Program--Programming, Review, and Reporting Procedures," June 30, 1961

I. PURPOSE

This Instruction sets forth procedures for the acquisition and effective use of Federally-owned and leased administrative space by Department of Defense components located in the National Capital Region in accordance with objectives stated in references (a), (b), and (c).

II. APPLICABILITY

The provisions of this Instruction apply to all DoD components located, or seeking location, in the National Capital Region, regardless of whether the space involved is Government-owned or leased, or whether it is under the control of the General Services Administration or the DOD.

III. DEFINITIONS

- A. Washington, D. C. Metropolitan Area: Includes the District of Columbia; Montgomery and Prince Georges counties in Maryland; and Arlington and Fairfax counties, plus the cities of Alexandria, Fairfax, and Falls Church in Virginia.

- B. National Capital Region (NCR): Includes the Washington, D.C. Metropolitan Area plus Loudoun and Prince William counties in Virginia.
- C. Administrative (or General Purpose) Space: Buildings or portions of buildings which are suitable for the use of Federal agencies generally in conducting their assigned programs. The physical characteristics of the space may be of the office, storage, or special types, or a combination thereof.
- D. Special Purpose Space: Space which is wholly or predominantly tailored to the special purposes of a Federal agency and is not generally suitable for use by other agencies, e.g., laboratories, manufacturing plants, hospitals, quarters, barracks, mess halls, service clubs, post exchanges, and similar facilities.
- E. Office Type Space: This is space which provides an environment suitable for an office operation. This includes, but is not limited to, suitable and adequate lighting, heat and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large open area or may be partitioned into rooms. Examples of office type space include conventional offices, conference rooms, classroom, credit unions, and supply rooms (when in office space). For the purpose of detailing space requirements on DD Form 1450 and 1450-1 (Enclosure 1), Office Type space is subdivided into "private work stations," "open work stations," "unit equipment," and "administrative support space," defined below.
- F. Private Work Station: A room occupied by one principal, or in some instances, by a principal and his secretary.
- G. Open Office Space: Office space occupied by two (2) or more individuals (other than a principal and his secretary), the furnishings and equipment required for their work, plus circulation space.
- H. Open Work Station: That portion of an open office space area allocated to an individual to accommodate the furniture and equipment necessary for performing his work, plus a share of the adjacent aisle.
- I. Unit Equipment: Those items of furniture and equipment housed in Open Office Type space which are not assigned to any one work station, i.e., bookcases, copiers, office machines, safes, files, tables, etc., not used exclusively by one individual.
- J. Administrative Support Space: All office type space not classified either as private or open office space, e.g., conference rooms, mail rooms, training rooms, file rooms, reception rooms, duplication rooms, supply rooms, libraries (except fixed stacks), etc.

- K. **Storage Type Space:** This is space which is suitable for storage of supplies, equipment, records, material, etc., and which does not provide an environment suitable for an office operation. This type would include but not be limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office space. (In GSA controlled space, GSA will make assignments of storage type space in accordance with this definition.)
- L. **Special Type Space:** This is space which by reason of installed fixed facilities or utilities is adapted for special use. Included would be laboratories, dark rooms, electronic data processing rooms (computer rooms) with special air conditioning, industrial type operations with installed equipment, etc. (In GSA controlled space, GSA will make assignments of special type space in accordance with this definition.)

IV. **RESPONSIBILITIES**

- A. The Assistant Secretary of Defense (Administration) is responsible for overall DoD space planning and management functions, including:
1. Evaluation of DoD space utilization.
 2. Obtaining administrative space from GSA, as required, and subsequently assigning, withdrawing, and reassigning such space within the DoD.
 3. Coordinating with the Assistant secretary of Defense (Installations and Logistics) on availability of excess Military Department-controlled space for possible use by other DoD components .
 4. Preparing necessary overall DoD space reports for the NCR, based on quarterly reports submitted under the provisions of DoD Instruction 5305.4 (reference (d)), for submission to GSA and other external sources as required.
- B. The Secretaries of the Military Departments, the Directors of Defense Agencies, and the Assistant Secretary of Defense (Administration) (for the Office of the Secretary of Defense and Joint Chiefs of Staff), will each designate a NCR Space Coordinator to handle internal administrative space matters, including:
1. Conduct of space requirements and utilization surveys and taking other necessary action to insure full and efficient use of assigned administrative space.
 2. Release of GSA-controlled space to ASD (A) promptly when programs are curtailed or discontinued.

3. Preparation and submission of requests for additional space to ED(A).

4. Preparation and submission of space reports as required by DoD Instruction 5305.4 (reference (d)).

V. PROCEDURES

A. Forms

DD Forms 1450 and 1450-1, attached as enclosure 1, shall be used for (1) estimating space requirements for new activities, (2) analysis of space utilization by existing activities, (3) back-up in connection with the release of space or space requests, and (4) the layout of assigned space. Instructions for use of the forms are printed on the reverse side of DD Form 1450.

B. Release of Space

1. General.

a. Whenever programs are curtailed, merged, modified, or eliminated, or whenever requirements are reduced for whatever reason, NCR Space Coordinators will take timely steps to recover administrative space which will no longer be required by the occupying DoD Component.

b. The amount of space no longer required will be determined by deducting from the total space involved the residual requirements, if any, calculated by using DD Forms 1450 and 1450-1, and applying the space allowance criteria shown in DoD Instruction 5305.3 (reference (c)).

2. GSA controlled Space. NCR Space Coordinators will report all space recovered in GSA buildings to the ASD(A) for reassignment within the DoD or release to GSA.

a. The NCR Coordinator reporting space recovered may at the same time request retention of the space to meet new requirements, but the request must be accompanied by DD Forms 1450 and 1450-1.

b. Space requirements then current will be evaluated within OASD(A) and recovered space will be reassigned on a program priority basis, giving first preference to the reporting NCR Space Coordinator whenever possible.

3. Military Controlled Space. Military Department NCR Space Coordinators will be the central points for receiving reports, through normal military channels, of available administrative space under the control of their respective Military Departments. Where suitable, such space will be

used by the appropriate **NCR Space Coordinator** as the primary resource for meeting pending space requirements within the **Military Department** concerned. Space excess to the needs of that **Military Department** will be screened through OASD (I&L) and OASD(A) to satisfy possible requirements of other DoD Components.

C. Requests for Space

1. **NCR Space Coordinators will submit** requests for administrative space in the **NCR** to the ASD(A). All requests will be based on application of the space allowance criteria set forth in DoD Instruction 5305.3 (reference (c)), and will be accompanied by DD Forms 1450 and 1450-1, and Standard Form 81, in duplicate. Included in each request for space will be a statement regarding the feasibility of relocating the activity from the **NCR**, in conformance with DoD Directive 5305.2 (reference (e)). Further, a statement will be included regarding the availability of space to meet the requirement within current space holdings in both GSA-controlled buildings and in **Military Department**-controlled buildings.
2. Requests for administrative space for activities now located outside the **NCR**, but which are to be relocated to the **NCR**, will be accompanied by a copy of the approval required by Section IV, DoD Directive 5305.2, (reference (e))
3. Requests submitted by **NCR Space Coordinators** will be reviewed within OASD(A) to assure compliance with DoD Instruction 5305.3 (reference (c))= **Approved space requirements will** be met by assignment of space already allocated to DoD in GSA-controlled buildings or in **Military Department**-controlled buildings where such space has been reported as available.
 - a. If requirements for space in the Washington, D. C. Metropolitan Area cannot be satisfied from current DoD space holdings, the ASD(A) will request GSA to assign the space required. (GSA's first source will be in Government-owned buildings or in space already under lease to the Government. If neither is available, GSA will be requested to acquire new space.)
 - b. In the event that leased space is furnished by GSA, reimbursement will be required until GSA can budget for such space, and approvals will be required as outlined in DoD Instruction 4165.12 (reference (f)).
 - c. When GSA determines that a particular requirement is "special purpose space;" or when a requirement for space in Loudoun and Prince William counties cannot be satisfied from current DoD space holdings, the ASD(A) will notify the **NCR Space Coordinator** involved that the requested

space ~~may~~ be procured through *existing* Military Department procedures promulgated in accordance with DoD Directive 4165.6 (reference (g)).

4. Space requests for ~~short-term conference~~ or seminar purposes will be processed in the same manner as long-term space requests, as described in V.C. 1. and 3. , above.

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D. Space Exchanges

Exchanges of space between DoD Components are encouraged. However, OASD(A) approval will be required before consummation.

E. Space Alterations

1. General. Rearrangement and alteration of assigned space will be in consonance with DoD Instruction 5305.3 (reference (c)), future issuances concerning interior treatment of space, and good layout practice.
2. GSA-Controlled Space. To request building alterations in GSA-controlled space, requesting activities will submit Job Orders (GSA Forms 1354), along with detailed plans and specifications, to the DoD building management representatives designated by the ASD(A). Requesting activities will not submit Job Orders *direct to GSA* representatives. The DoD building management representatives will (a) review the alteration Job Orders to determine necessity, practicality, and conformance to established policies and standards, and (b) transmit approved orders to GSA. However, DoD building management representatives will submit all orders estimated to cost over \$25,000 to the ASD(A) for review and approval prior to transmission to GSA.
3. Military Controlled Space. Requests for tenant alterations, building additions, conversions, etc., will be processed in accordance with the provisions of DoD 4270.1-M and DoD Directives 7040.2 and 4270.24 (references (h), (i), and (J)).
4. Temporary, Leased, and Obsolete Buildings. Tenant alterations in *temporary*, leased, and obsolete buildings will be made on a strictly *austere* basis. Only minimum necessary alterations will be undertaken consistent with the terms of the leases involved or with the projected life spans of temporary or obsolete buildings. No special type facilities such as auditoriums, briefing rooms, data processing machine rooms, or communications facilities will be constructed or installed without the approval of the OASD(A). (Activities requiring special type facilities will, to the maximum extent possible, be located either in permanent DoD buildings or where such facilities already exist.)

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- * 5. Plumbing Facilities. Because of the expense involved *
* and the fact that of necessity the character of office *
* space is radically changed, no plumbing facilities will *
* be installed in Department of Defense occupied space *
* except for P-1 category offices. No kitchens or utilities *
* or fixtures associated with the preparation and serving *
* of food will be installed except for P-1 offices. Any of *
* the foregoing installations for P-1 category offices will *
* be subject to the availability y of funds authorized for use *
* for such installations and, because it may be necessary *
* to run utility lines through offices occupied by other *
* Defense organizations, no construction will be initiated *
* until necessary clearance with OASD(A) is obtained. *
* This does not preclude the use in DoD occupied space of *
* employee provided coffee pots which meet all applicable *
* fire and safety regulations where adequate electrical *
* power and outlets are already available. *
- * 6. Standard Construction. Standard construction methods *
* and materials will be used throughout DoD occupied *
* space except in P-1 category spaces and in special *
* areas where functional requirements require or justify *
* deviation from the standards. *

F. Moves

Moving of DoD Components within the NCR is accomplished either by movers under the control of the DoD Components, or GSA employee or contract movers. However, when moves of fifty (50) or more persons are contemplated, either within multi-occupancy buildings or between buildings, verbal notification will be provided to the Space Management Branch, OASD(A), prior to scheduling the moves.

VI. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two (2) copies of each implementing document shall be forwarded to the ASD(A) within sixty (60) days.


Assistant Secretary of Defense
(Administration)

Enclosure - 1
DD Forms 1450 and 1450-1 (Revised)

DOD SPACE REQUIREMENTS DATA ● MT 1. SUMMARY (SEE INSTRUCTIONS ON REVERSE SIDE)					DATE	PAGE NO.	NO. OF PAGES
DEPARTMENT OR AGENCY		FIRST SUBDIVISION			PREPARED BY		
SECOND SUBDIVISION		THIRD SUBDIVISION			— C O		
A - SUMMARY							
PERSONNEL					SPACE		
a	b	c	d	e	a	b	c
1. AUTHORIZED		TOTAL IN ● m'vaTR AND OPEN OFFICE TYPE SPACE			TYPE OF SPACE	PRESENT SQUARE ● m	REQUIRED SQUARE FEET
VACANT BILLETS	()	E 1-7, GS 1-6	()		OFFICE TYPE SPACE		
ONBOARD, ● avaOL.L	()	E 8 AND ● WO, O 1 AND 2, GS 7-11, SUPERVISORY	()		PRIVATE WORK STATIONS	()	()
● emo. NON-PAYROLL		C 8 ● mo 9, WO, O * AND 2, GS 7-11, NONSUPERVISORY	()		OPEN WORK STATIONS	()	()
TOTAL		O 3 AND 4, GS 1-13, SUPERVISORY	()		UNIT EQUIPMENT	()	()
INDEXES (For OSD Use Only)		O 3 AND ●, GS U. 13, NONSUPERVISORY	()		ADMINISTRATIVE SUPPORT	()	()
ESSENT OFFICE USE INDEX		O 5 AND 6, GS 14-15, SUPERVISORY	()		STORAGE AND SPECIAL TYPE SPACE		
OFFICE USE INDEX, GSA ALLOWANCE		O 5 AND 6, GS 14-15, Nons u PERVISORY	()		TOTAL		
OFFICE USE INDEX, DOD ALLOWANCE		O 7 AND 8 GS 16-18, ● L.	()				
ADMINISTRATIVE SUPPORT INDEX		TOTAL IN ADMINISTRATIVE SUPPORT SPACE					
STORAGE INDEX		TOTAL IN STORAGE AND SPECIAL TYPE SPACE					
		TOTAL PERSONNEL					
B - GENERAL							
- m - THIS UNIT IS GENERALLY RESPONSIBLE FOR:							
STATEMENT ON FEASIBILITY OF RELOCATION (DOD Directive 5305.2):							
ADDITIONAL FACTORS - THE FOLLOWING ADDITIONAL FACTORS SHOULD ● C CONSIDERED IN DETERMINING THE SPACE REQUIREMENTS OF THIS UNIT:							

INSTRUCTIONS

A. GENERAL. This form is designed for use with the DoD Space Occupancy Guide for the National Capital Region (DoD Instruction 5305.3) to determine new space requirements or to analyze present space utilization. Parts I and II should be completed for each division or comparable unit. In larger organizations, both Parts I and II should be completed for the office(s) at the next supervisory level(s), and a Part I completed to summarize the total requirements listed on all of the Part II's.

B. DEFINITIONS.

1. OFFICE TYPE SPACE: This is space which provides an environment suitable for an office operation. This includes, but is not limited to suitable and adequate lighting, heat and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large open area or may be partitioned into rooms. Examples of office type space include conventional offices, conference rooms, classrooms, credit unions, and supply rooms (when in office space). For the purpose of detailing space requirements on DD Forms 1450 and 1450-1, Office Type Space is subdivided into "private work stations", "open work stations", "unit equipment", and "administrative support space", defined below.

2. PRIVATE WORK STATION: A room occupied by one principal, or, in some instances, by a principal and his secretary.

3. OPEN OFFICE SPACE: Office space occupied by two or more individuals (other than a principal and his secretary), the furnishings and equipment required for their work, plus circulation space.

4. OPEN WORK STATION: That portion of an open office space area allocated to an individual to accommodate the furniture and equipment necessary for performing his work, plus a share of the adjacent aisle.

5. UNIT EQUIPMENT: Those items of furniture and equipment housed in Open Office Type Space which are not assigned to any one workstation, i.e., bookcases, costumers, office machines, safes, files, tables, etc., not used exclusively by one individual.

6. ADMINISTRATIVE SUPPORT SPACE: All office type space not classified either as private or open office space, e.g., conference rooms, mail rooms, training rooms, file rooms, reception rooms, duplication rooms, supply rooms, libraries (except fixed stacks), etc.

7. STORAGE TYPE SPACE: This is space which is suitable for storage of supplies, equipment, records, materials, etc., and which does not provide an environment suitable for an office operation. This type would include but not be limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office space.

8. SPECIAL TYPE SPACE: This is space which by reason of installed fixed facilities or utilities is adapted for special use. Included would be laboratories, dark rooms, electronic data processing rooms (computer rooms) with special air conditioning, industrial type operations with installed equipment, etc.

C. PART I.

1. HEADING. Indicate the activity, e.g., Navy Department, Bureau of Naval Personnel, Assistant Chief for Plans, Policy Division, and the names of the persons who prepared and approved the report. Pages should be numbered consecutively to include all DD Forms 1450 and 1450-1 submitted.

2. SUMMARY.

a. Personnel. Complete columns b and d, leaving column e blank. In column b, the sum of "Vacant Billets" and "On Board, Payroll" should equal the "Authorized" figure. In Column d, the "Total in Private and Open Office Type Space", which is the sum of the figures to be entered in parentheses, when added to the "Total in Administrative Support Space" and the "Total in Storage and Special Type Space" should equal the sum of "Authorized" and "On Board Non-Payroll" personnel shown in column b.

b. Space. Enter present square feet occupied in column b. Enter totals from Part II, columns e, f, g, i, and p on appropriate lines in column c.

3. GENERAL. Under "Additional Factors", enter requirements for special construction, security, adjacency, etc. Attach pertinent organization charts.

D. PART II.

1. COLUMNS a, b, c, & d. Do not include personnel whose work stations are located in administrative support, special, or storage space. In column d, when the grade or rank of an incumbent differs from what is authorized, list the authorized grade or rank and indicate in remarks the grade or rank of the incumbent.

2. COLUMNS e AND f. Use allowances shown in the current DoD Space Occupancy Guide for the National Capital Region (DoD Instruction 5305.3). Any departure from the guide will be justified in remarks or on the reverse side of the form.

3. COLUMNS g and h. Do not list furniture or equipment included in private offices or open work stations, or in administrative support, storage, or special type space.

E. SPACE REQUIREMENTS FOR UNIT FURNITURE AND EQUIPMENT.

Listed below are common items of unit furniture and equipment and the square footage of floor space they require. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items below as a guide.

ITEM	SQUARE FEET
Bookcase, 13 x 33	6
Bookcase, unitized, 22 x 3.5	4
Cabinet, storage and wardrobe, 18 x 24	6
Cabinet, storage and wardrobe, 18 x 36	9
Cabinet, storage and wardrobe, 24 x 36	11
Cabinet, stationery, 18 x 36	9
Cabinet, filing, letter size, 35 x 25	6
Cabinet, filing, legal size, 18 x 25	7
Cabinet, filing, safe, 19 x 28	8
Cabinet, filing, map and plan, 36 x 45	20
Cabinet, filing, map and plan, 36 x 60	25
Chair, side	4-6
Chair, lounge	10
Costumer	4
Credenza 18 x 66	9
Locker, clothing, 18 x 21	5
Locker, clothing, 36 x 21	9
Safe, one door, 21 x 23	8
Safe, one door, 27 x 27	10
Safe, two door, 42 x 36	18
Sofa	30
Stand, Dictionary	4
Stand, office machine, 16 x 15	3
Stand, office machine, 18 x 34	5
Stand, office machine, 24 x 36	6
Table, 14 x 26	3
Table, 24 x 36	6
Table, 34 x 45	12
Table, 34 x 60	15
Table, 36 x 72	18
Valet Rack, 30 x 20	6
Valet Rack, 51 x 20	8

